



Duty Statement

Classification: **Associate Program Auditor (Information Systems)**

Position Number: **275-319-4084-007** **JC-289848** HCM#: **1488**

Branch/Section: **Office of Audit Services / Internal Audits Team 4 / Information Systems (IS)**

Location: **Sacramento, CA**

Telework: Office-centered

Working Title: **Internal Auditor**

Effective Date: **January 1, 2022**

Collective Bargaining Identifier (CBID): **R01**

Supervision Exercised: ☐ **Yes** ☒ **No**

The Office of Audit Services assists CalPERS Board of Administration and management by providing objective assurance that assets are safeguarded, operating efficiency and effectiveness are promoted, compliance with applicable laws and regulations is maintained, and financial and management reporting is reliable.

Under the direction of the Senior Program Auditor (Information Systems) (IS), the Associate Program Auditor (IS) (APg.A - IS) independently conducts internal audits and reviews of the California Public Employees' Retirement System (CalPERS) Information Technology (IT) operations. The reviews are performed accurately and completely in accordance with the International Standards for the Professional Practice of Internal Auditing (Standards). The incumbent is expected to pursue a course of continuing professional education as prescribed by the Standards. Furthermore, the incumbent is expected to adhere to appropriate professional ethics as prescribed by the Standards and CalPERS core values when performing the following duties and responsibilities:

Essential Functions

- 45% Performs detailed audit procedures designated by an audit program to ensure compliance with applicable contracts and agreements, CalPERS operating policies, the Public Employees' Retirement Law (PERL), and other State and Federal laws, when applicable. Evaluates the adequacy and effectiveness of Information Technology (IT)-related controls over assigned organizational and functional activities by applying various audit methodologies, developing logical analyses and documenting auditor conclusions. Provides assistance to internal audit regarding IT auditing procedures and may function in a lead capacity with a small group of auditors. May perform other or assist with special projects such as annual risk assessment, Quality Assurance and Improvement Program, quarterly audit follow-up, and consulting projects.
- 30% Utilizes Teammate, Excel, and Word to assist with development of audit plan and program. Designs and prepares clear, accurate and complete audit working papers to document the audit procedures performed and the audit conclusions reached. Independently gathers and analyzes data related to CalPERS line of business, policies, procedures, and contracts utilizing technical and analytical skills, including statistical sampling and flowcharting, to meet audit objectives and to ensure that work is adequately supported in accordance with the Standards. Ensures that audit work is prepared in accordance with CalPERS Office of Audit Services policies and procedures.
- 15% Develops and documents audit findings, recommends corrective action, and prepares audit reports. Meets with auditee representatives to discuss scope of review, audit findings, and recommendations. Presents audit issues and findings to CalPERS management as necessary.

- 5% Performs audit procedures to follow up on audit findings and implementation of audit recommendations. Works with CalPERS staff and/or organizations audited to determine whether corrective action is effectively implemented.
- 5% Provides guidance on IT-related audit procedures, assigns audit tasks, reviews the work product, and monitors completion of assigned tasks in the capacity of lead auditor. Meets with auditee representatives to coordinate access to information and participate in meetings including entrance and exit conferences. Assists Office of Audit Services management in gathering and analyzing material for special projects.

Desirable Qualifications

- Logical reasoning
- Experience auditing information systems
- Certified Information Systems Auditor (CISA) certification
- Analytical skills
- Develop and evaluate alternatives
- Ability to analyze issues and present options
- Excellent written and oral communication skills, as well as the ability to effectively manage and produce formal, written reports with documented findings, conclusions, and substantive recommendations
- Professional demeanor and attire

Working Conditions

- Overnight travel may be required.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance
- Ability to demonstrate punctuality, initiative, and dependability
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance)
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name (Print):

Employee Signature: _____ **Date:**

I certify that the above accurately represent the duties of the position.

Supervisor Signature: _____ **Date:**